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5 2732

12 July 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Change 1 to Regulation [] Organization and
Functions - Office of Personnel

(Job #619-DLM)

1. Change 1 to Regulation [] which reflects changes in paragraphs 2f(7) and 2f(11) of the existing [] is submitted for authentication.

2. Publication of the revised paragraph 2f(7) was requested by the Assistant Director for Personnel and was approved by the Deputy Director of Central Intelligence on 24 June 1954. A copy of the memorandum from the Assistant Director for Personnel proposing this change is attached.

3. The revision of paragraph 2f(11) is identical to the change suggested in your memorandum of 1 April 1954 addressed to the Assistant Director for Personnel and has been concurred in by the AD/P and the Chief of Logistics. In accordance with instructions from your Office, publication of this change has been held in abeyance pending further revision of []. Verification of this change and a recommendation that it be published at the present time has been obtained from the Office of Personnel.

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[]
for the
Chief, Regulations Control Staff

Attachments

- (1) Proposed Change 1 to []
- (2) Copy of memorandum dated 17 June 1954
to the Director from the Assistant
Director for Personnel

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MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT: Amendment of

It is requested that the change in Regulation stated in the attached memorandum approved by the Deputy Director of Central Intelligence be processed for immediate publication.

George E. Meloon
Deputy Assistant Director
for Personnel

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Attachment

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SECRET5 7065
JUN 17 1954

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Organization and Functions, Office of Personnel

1. The proposed changes in the organization and administration of the Career Service Program, which have been sent to you by the Chairman of the CIA Career Service Board, make necessary a slight change in Regulation [] which describes the organization and functions of the Office of Personnel. I have discussed this matter with the Deputy Director and with the CIA Career Service Board. It is the consensus that the following change which I propose to you is appropriate.

2. It is recommended that paragraph 2f(7) of Regulation [] be changed

From: "(7) Staff assistance to Agency officials in the administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board."

To: "(7) Administering and monitoring the Agency Career Service Program. Developing and recommending the establishment of policies and procedures for the management of Career Boards and, through review of their activities, periodically advising the Director as to the effectiveness and accomplishments of the program."

Harrison G. Reynolds
Assistant Director for Personnel

APPROVED:

Deputy Director of Central Intelligence

Date: *June 14*

OFFICE #22.1 DIRECTION

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22 April 1954

MEMORANDUM FOR: The Chief of Logistics

SUBJECT: Proposed Regulations:



1. Coordination of proposed Regulation

has now been completed and copies of comments received from the following Offices are attached hereto:

The Deputy Director (Administration)
The Comptroller
The Deputy Director (Intelligence)
The Deputy Director (Plans)
Personnel Office
Security Office

2. Comments received from the Offices of the Comptroller, the Assistant Director for Personnel, and the Deputy Director (Administration) were previously discussed with [redacted] of your Office at a meeting held in my Office on 22 March 1954. In light of comments received as a result of coordinating proposed [redacted] and in accordance with conclusions reached at the meeting of 22 March, proposed regulation [redacted] are returned for further consideration by your Office.

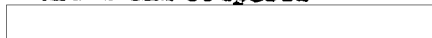
3. In connection with the subject regulations, your attention is called to the memorandum dated 1 April 1954 from the Acting Deputy Director (Administration) to the Assistant Director for Personnel on the subject "Administration of Travel and Transportation." It is understood that the Acting Deputy Director (Administration) has forwarded a copy of this memorandum to your Office together with a copy of the reply thereto received from the Office of Personnel.

4. It is requested that your Office take whatever action may be necessary to resolve the issues which have been raised and advise this Staff the approximate date on which we may expect to receive revised drafts of subject Regulations.

Enclosures - 2

Comments set forth in

Para 1 and Proposed



Chief, Regulations Control Staff

ER-5-3940

APR 1 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Administration of Travel and Transportation

REFERENCE: A. Memorandum to Chief, Regulations Control Staff from Deputy Assistant Director for Personnel, subject: "Transfer of Authority for Arranging the Transportation of Personnel to the Office of Personnel," dated 11 February 1954

B. Comments submitted to Chief, Regulations Control Staff by Deputy Assistant Director for Personnel on Draft Regulation Transportation Policy.

1. In Reference A the DAD/P calls attention to the need for revising Regulations to more correctly reflect the responsibilities, authorities and functions of the Logistics Office/DNA and the Office of Personnel with respect to Agency travel and transportation. With this suggestion I am in complete agreement. I have received the impression, however, from the views expressed in both Reference A and B that some confusion or misunderstanding exists concerning the proper method of delineating between the travel and transportation responsibilities and authorities of the Logistics Office, and the functional exercise of some of these responsibilities by the Central Processing Branch of the Personnel Office.

2. It is my view that the DD/A has primary responsibility and authority for the general administration and supervision of all Agency travel and transportation, including primary responsibility for developing and recommending all travel and transportation policies, and for ensuring that approved policies are properly administered. In order to accomplish this, adequate regulations and procedures must be developed; appropriate delegations of authority and assignments of responsibilities must be made; and essential supporting services must be furnished.

3. With reference to the above, I view the Central Processing Branch of the Personnel Office as a composite service facility operating under the general supervision of the AD/P. As such it performs personnel, comptroller, medical and logistics functions at a central point for reasons of convenience and efficiency in the processing of personnel going to and returning from overseas duty. Accordingly, to the extent that the Overseas Processing Branch exercises travel authority in performing travel functions and services, it must do so under the technical supervision and direction of the Logistics Office, and under authorities delegated to it by the Chief of Logistics or by Agency regulation.

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4. To properly reflect these relationships in Regulations []

[] I suggest the following revisions in these regulations:

a. [] Delete the body of paragraph 13.e. and substitute the following:

"Assume responsibility for the general administration and supervision of the travel of CIA personnel and the transportation of CIA property."

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b. [] Delete the body of paragraph 2.f. 11) and substitute the following:

"Operation of a central processing service for the support of all personnel performing official travel. In the performance of this function and in the exercise of responsibilities and authorities otherwise assigned to and vested in other Agency components and staffs, the central processing service shall be under the technical direction and supervision of such components or staffs."

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5. Unless you have other suggestions or views, it is suggested that Regulations [] be revised accordingly and that subsidiary regulations such as Regulation [] be similarly made to reflect these relationships. Your comments are requested.

[]
L.K. WHITE
Acting Deputy Director
(Administration)

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CONFIDENTIAL

211-207

11 FEB 1954

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT : Transfer of Authority for Arranging the Transportation of Personnel to the Office of Personnel

50X1 1. Paragraph 13, Regulation [] Organization and Functions, contains a statement that the Chief of Logistics shall: "a. Arrange for the transportation of personnel,...."

2. As you are aware, the responsibility for arranging transportation of personnel was transferred from the Transportation Division, Logistics Office, to the Office of Personnel in September 1953. It is considered that the functional statements for the Logistics Office and the Office of Personnel should be amended on the first occasion for re-issuing the pages concerned.

50X1 3. Paragraph 2f(11) of Regulation [] Organization and Functions, Office of Personnel, should be amended to read: "Operation of a central processing service, including arrangement of transportation, for personnel performing official travel." Paragraph 13e of Regulation [] should be amended to read: "Arrange for the transportation of equipment, property, and supplies; and provide headquarters motor pool service."

/s/

George E. Maloon
Deputy Assistant Director
for Personnel

CONCUR (Non-Concur)

L. K. WHITE
Acting Deputy Director
(Administration)

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